

CUSTOMER SERVICE TRAINING SCHEDULE - January - March 2016						
Month	Date	Day	Start	End	Location	Room
Jan	14	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Jan	21	Thursday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Jan	27	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Feb	3	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Feb	10	Wednesday	8:00	12:00	Porterville Gov't Plaza South - 1055 W Henderson, Porterville	Orange/Tangerine
Feb	18	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Feb	24	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Mar	3	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Mar	10	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Mar	24	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Mar	31	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry

**HOW TO ENROLL:** Send an email from the **GroupWise** system by typing **Train\_Reg** in the "To" field requesting enrollment. Or, email [Train\\_Reg@co.tulare.ca.us](mailto:Train_Reg@co.tulare.ca.us)

Please Write: **"Customer Service"** in the subject line. Include in the body of your message: Name, Job Title, Employee #, Department Location and phone number, in addition to the listing the dates and workshops desired. (Participants who do not have e-mail access may call HR&D at 636-4909 and ask for Supervisory Academy registration.)

**WORKSHOPS MAY FILL UP QUICKLY:** When this occurs, employees are put on a waiting list, and will be notified if there is a cancellation.